



# WASHOE COUNTY

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HR \  
Grant Mgt. GE

## STAFF REPORT BOARD MEETING DATE: July 14, 2015

**DATE:** June 22, 2015  
**TO:** Board of County Commissioners  
**FROM:** Cathy Ludwig, Grants Coordinator, Emergency Management  
(775) 337-5859, [cludwig@washoecounty.us](mailto:cludwig@washoecounty.us)  
**THROUGH:** Al Rogge, Management Services Director  
**SUBJECT:** Recommendation to accept a 2015 Nevada State Emergency Response Commission, Hazardous Materials Emergency Preparedness Training grant for \$2,854, no County match required, retroactive for the period of June 4, 2015 through September 30, 2015 and if accepted, authorize Chairman to execute a Resolution to subgrant funds to other governments which make up the Local Emergency Planning Committee as follows: \$2,854 to the North Lake Tahoe Fire Protection District, and authorize the County Manager, or his designee, to sign a subgrant contract with the Local Emergency Planning Committee member; and direct the Comptroller's Office to make the appropriate budget adjustments.  
(All Commission Districts)

### SUMMARY

Washoe County Board of County Commissioners is requested to accept a 2015 Nevada State Emergency Response Commission, Hazardous Materials Emergency Preparedness (HMEP) Training grant for \$2,854.00 from the State of Nevada. The grant will provide funding for attendance to the Continuing Challenge Hazmat Conference in Sacramento CA September 8-11, 2015 for the following Local Emergency Planning Committee discipline; North Lake Tahoe Fire Protection. The grant is retroactive from the date the award was issued by the State Emergency Response Commission.

This training will assist our regional first responders to increase effectiveness in safely and efficiently handling hazardous materials accidents and incidents.

Strategic Objective supported by this item: Safe, secure and healthy communities.

AGENDA ITEM # 5#4

## **PREVIOUS ACTION**

**May 12, 2015** – The Board of County Commissioners accepted a 2015 Nevada State Emergency Response Commission, Hazardous Materials Emergency Preparedness Training grant for \$2,966, and if accepted, authorize Chairman to execute a Resolution to subgrant funds to other governments and nonprofits which make up the Local Emergency Planning Committee.

## **BACKGROUND**

The source of funding is derived from fees collected from Superfund Amendments and Reauthorization Act (SARA) Title III facilities within the State that store and/or produce hazardous materials amounts. The grant provides funding to the Washoe County Local Emergency Planning Committee for planning and training initiatives. This grant allocation intent is to improve state and local governments planning and response capabilities to react to hazardous materials emergencies.

## **GRANT AWARD SUMMARY**

**Project/Program Name:** *2015 Nevada State Emergency Response Commission, Hazardous Materials Emergency Preparedness (HMEP) Grant*

**Scope of the Project:** *To provide a training initiative to assist our regional first responders to increase effectiveness in safely and efficiently handling hazardous materials accidents and incidents, as well as, the unique challenges in response to transportation situations.*

**Benefit to Washoe County Residents:** *The benefit is to provide our regional first responder's with training to initiate an effective response to hazardous materials incidents; this in return provides protection of life, property and hazards of County residents.*

**On-Going Program Support:** *This grant is for specific deliverables. We will continue to seek grant funds for further purchases, if needed.*

**Award Amount:** \$2,854.00

**Grant Period:** *June 4, 2015 through September 30, 2015*

**Funding Source:** *Funding is derived from fees collected from SARA Title III Facilities within the State that store and/or produce hazardous materials in specific amounts.*

**Pass through From:** *State Emergency Response Commission (SERC)*

**CFDA Number:** 20.703

**Grant ID Number:** *15-HMEP-16-03*

**Match Amount and Type:** *No match required.*

**Indirect Cost Rate (applicable to the award):**

Grant's recoverable indirect cost rate:

- Indirect costs are fully recoverable
- Sponsor does not allow for indirect cost recovery
- Sponsor has limited indirect cost recovery at \_\_\_ %
- Sponsor requires indirect Cost Rate Approved by Cognizant Agency

**Special Terms & Conditions:** *None, other than quarterly reporting.*

**Sub-Awards and Contracts:** *\$2,854.00 – North Lake Tahoe Fire Protection District*

**FISCAL IMPACT**

Should the board accept this grant award and approve these amendments, the adopted budget will be increased by \$2,854.00 in both revenues and expenditures in the following accounts:

<b>Cost Object</b>	<b>G/L Account</b>	<b>Amount</b>
<b>Revenue:</b>		
I.O. 11247	431100	\$2,854.00
<b>Expenditures:</b>		
I.O. 11247	710119	\$2,854.00

**RECOMMENDATION**

It is recommended that the Board of County Commissioners accept a 2015 Nevada State Emergency Response Commission, Hazardous Materials Emergency Preparedness Training grant for \$2,854, no County match required, retroactive for the period of June 4, 2015 through September 30, 2015 and if accepted, authorize Chairman to execute a Resolution to subgrant funds to other governments which make up the Local Emergency Planning Committee as follows: \$2,854 to the North Lake Tahoe Fire Protection District, and authorize the County Manager, or his designee, to sign a subgrant contract with the Local Emergency Planning Committee member; and direct the Comptroller's Office to make the appropriate budget adjustments.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: *"move to accept a 2015 Nevada State Emergency Response Commission, Hazardous Materials Emergency Preparedness Training grant for \$2,854, no County match required, retroactive for the period of June 4, 2015 through September 30, 2015 and if accepted, authorize Chairman to execute a Resolution to subgrant funds to other governments which make up the Local Emergency Planning Committee as follows: \$2,854 to the North Lake Tahoe Fire Protection District, and authorize the County Manager, or his designee, to sign a subgrant contract with the Local Emergency Planning Committee member; and direct the Comptroller's Office to make the appropriate budget adjustments.*

**RESOLUTION ON SUBGRANTS OF  
STATE EMERGENCY RESPONSE COMMISSION GRANT**

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WHEREAS, Washoe County is a member of the Local Emergency Planning Committee (LEPC) and has been awarded a grant from the State Emergency Response Commission (SERC) in the amount of \$2,854.00 in support of local hazardous materials emergency response plans; and

WHEREAS, under this grant Washoe County is both a recipient and a fiscal agent for other local government entities and nonprofit organizations, which are subgrantees as members of LEPC; and

WHEREAS, NRS 244.1505 allows the Board of County Commissioners of Washoe County to make a grant of public money for any purpose which will provide a substantial benefit to the inhabitants of Washoe County; and

WHEREAS, Washoe County as fiscal agent for the other government entities or nonprofit organizations that are members of LEPC, desires to pass through some of these grant funds and grant assurances as listed below for the amounts and uses stated below.

THEREFORE, BE IT RESOLVED, that the Washoe County Board of Commissioners hereby grants to the government entities (other than Washoe County departments for which the Board has accepted funds from the award) and nonprofit organizations listed below, as a pass through of the amounts and for the uses shown below, finding that said amounts and uses will provide a substantial benefit to the inhabitants of Washoe County, and the Board authorizes the County Manager, or designee, to sign subgrants with the entities listed below, which subgrants, herein incorporated by reference, will set forth the maximum amount as listed below to be expended under the subgrants, the use and purposes of the subgrants as described below, and the conditions, limitations and the grant assurances of the subgrants.

North Lake Tahoe Fire Protection District	\$2,854.00	Attendance Continuing Challenge Hazmat Conference
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ADOPTED this 14th day of July, 2015.

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Marsha Berkbigler, Chairman  
Washoe County Commission

ATTEST:

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Washoe County Clerk

## **SUB-GRANT AGREEMENT**

THIS CONTRACT, entered into as of the \_\_\_\_ day of \_\_\_\_\_ 2015 by and between **Washoe County**, a political subdivision of the State of Nevada, existing under and by virtue of the laws of the State of Nevada (hereinafter referred to as the "County"), and **North Lake Tahoe Fire Protection District** a government agency, having a business address located 866 Oriole Way, Incline Village Nevada 89451, DUNS number 078773914 (hereinafter referred to as the Subgrantee").

### **WITNESSETH:**

**WHEREAS**, Washoe County is a member of the Local Emergency Planning Committee (LEPC) and on behalf of LEPC members, Washoe County made applications to the Nevada State Emergency Response Commission (SERC) for the 2015 State Emergency Response Commission (SERC), Hazardous Materials Emergency Preparedness (HMEP) Training grant from the U.S. Department of Transportation, CFDA: 20.703. These funds are not for research and development.

**WHEREAS**, in response to the applications, Washoe County is subgrantee of state funds through the Nevada State Emergency Response Commission under a number of grant awards and Washoe County as subgrantee and fiscal agent for LEPC desires to further subgrant these funds to the government agencies that are members of LEPC and whose requests were submitted by Washoe County on behalf of LEPC; and

**WHEREAS**, the grant funds received from the Nevada State Emergency Response Commission will provide for the assistance to jurisdictions to relate to prevention of, mitigation of, and/or response to hazardous materials incidents involving transportation or otherwise meet community needs in the Truckee Meadows; and

**WHEREAS**, Washoe County, as the designated subgrantee under the grant awards referred to herein, as fiscal agent for LEPC, and as Grantee herein, desires to pass through to the Subgrantee funds in the amount of **\$2,854.00** to assist the Subgrantee in meeting the program measurable outcomes; and

**WHEREAS**, in consideration of receipt of this funding, the Sub-Grantee agrees to abide by the terms and conditions of this Contract.

**NOW, THEREFORE**, the parties agree as follows:

## **1. PURPOSE**

The intent of this Contract is to pass through to the Sub-Grantee funding from the State of Nevada State Emergency Response Commission, to provide funding for attendance to the Continuing Challenge Hazmat Conference in Sacramento, CA September 8-11, 2015.

The outcome of this grant is to send three (3) North Lake Tahoe Fire Protection District personnel to the Continuing Challenge Workshop in Sacramento, CA September 8-11, 2015 and reimburse expenses for Registration, Lodging, Per Diem and Mileage. This conference will provide hazmat responders with premiere educational and hands-on training, while refreshing basic skills to respond to hazardous materials incidents.

## **2. SCOPE OF WORK – Attendance to Continuing Challenge Hazmat Conference**

North Lake Tahoe Fire Protection District, a LEPC discipline will attend the Continuing Challenge Hazmat Conference in Sacramento, CA September 8-11, 2015. Allowable expenses include Registration, Lodging, Per Diem, and Mileage.

## **3. REPORTING**

### **Quarterly Reports**

Sub-Grantee agrees to provide all data necessary for the development and submission of the SERC Quarterly Report, and to provide the data in the format determined by County. Sub-Grantee will provide written performance and financial reports to County on a quarterly basis, by the 10<sup>th</sup> day of the month directly following the last month of each quarter.

### **Financial Reports**

Financial reports and reimbursement requests must be submitted quarterly by the 10th day of the month directly following the last month of each quarter. Documentation to include: copies of invoices, purchase orders, and proof of payment.

### **Grant Close-Out**

Sub-grantee must provide a final close-out financial report within ten days from the end of the award period (Section 5-Term) or any time prior to the end of the award period if no further funds will be spent; and retain grant records for five years from the time of grant close-out notice to Washoe County.

### **Annual Audit**

Sub-grantee will submit a copy of their annual audit and management letter to County within 30 days of the audit completion. Audit must comply with all applicable standard accounting practices.

**4. COMPENSATION**

Payment. During the term of this Contract, and subject to all terms and conditions set forth herein, the County shall reimburse sub-grantee for actual direct costs associated with the SERC grant, in an amount not to exceed two thousand, eight hundred, and fifty four dollars (\$2,854.00).

Indirect cost rates are not allowed with State Emergency Response Commission (SERC) grants.

Grant # 15-HMEP-16-03

<b>Description</b>	<b>Amount</b>
Registrations – Three (3)	\$1,275.00
Lodging – Two (2) Rooms	\$960.00
Per Diem – Three (3)	\$486.00
Mileage – One (1)	\$133.00
Total	<b>\$2,854.00</b>

Reimbursement requests must be submitted no less than quarterly.

Form of financial backup. Sub-Grantee shall be reimbursed after eligible expenses have been incurred and expended under this Contract in conformance with the terms and conditions of said Contract. Sub-Grantee agrees, that all costs of any activity receiving funds pursuant to this Contract, shall be recorded by budget line item and supported by checks, payrolls, time records, invoices, contracts, vouchers, orders and other accounting documents evidencing in proper detail the nature and propriety of the respective charges, and that all checks, payrolls, time records, invoices, Contracts, vouchers, orders or other accounting documents which pertain, in whole or in part, to the activity shall be thoroughly identified and readily accessible to Washoe County.

Budget or program revisions cannot be made without prior approval from County.

Sub-Grantee agrees that excerpts or transcripts of all checks, payrolls, time records, invoices, contracts, vouchers, orders and other accounting documents related to or arguably related to the activity will be provided upon request to Washoe County.

**5. TERM**

This Contract is in effect retroactively from June 4, 2015 and from that date through - September 30, 2015. All of the services required hereunder shall be completed by September 30, 2015. This Contract shall become effective once approved by the authorized official of each party.

**6. AMENDMENT- ASSIGNMENT**

This Contract may be amended at any time there is a need, provided both parties

agree to the amendment(s) in writing. Any amendment is subject to approval by both of the parties as a condition precedent to its entry into force. Neither party may assign this Contract without the express written consent of the other party.

**7. TERMINATION**

Either party may terminate this Contract by giving the other party written notice of the intent to terminate. The notice must specify a date upon which the termination will be effective, which date may not be less than 30 calendar days from the date of the mailing notice.

**8. NOTICES**

All written notices required under this Contract shall be addressed to the designated representative of the respective parties.

**COUNTY**

Washoe County  
Cathy Ludwig  
Grants Coordinator  
Manager's Office  
5195 Spectrum Blvd.  
Reno, NV 89512  
775-337-5859

**SUB-GRANTEE**

North Lake Tahoe Fire Protection District  
Bruce Hicks  
Captain  
866 Oriole Way  
Incline Village, NV 89451  
775-742-7285

**9. MONITORING AND ACCESS TO RECORDS**

Sub-Grantee shall allow duly authorized representatives of the County to conduct reviews, audit, and on-site monitoring of documents, files, etc. in order to determine:

- Whether the objectives of the program are being achieved;
- Whether the program is being conducted in an efficient and effective manner;
- Whether management control systems and internal procedures have been established to meet the objectives of the program;
- Whether financial operations of the program are being conducted properly;
- Provisions of Federal and State laws and regulations and this Contract.

County will monitor Sub-Grantee activities to ensure that the Federal dollars are used for authorized purposes in compliance with the Federal program laws, regulations, and grant Contracts, and ensuring that performance goals are achieved. Monitoring activities will occur throughout the grant term and may take various forms such as:

- Reporting: Reviewing financial and performance reports submitted by Sub-Grantee.

- Site Visits: Performing visits to Sub-Grantee offices or project site to review financial records, programmatic records, and observe operations.
- Regular Contact: Regular contacts with Sub-Grantee and appropriate inquiries concerning program activities.

Records must be easily retrievable for examination by authorized County and State of Nevada SERC administrators, auditors, and other authorized individuals. The awarding agency and the Comptroller General of the United States, or any of their authorized representatives have the right to access any books, documents, papers or other records of grantees and subgrantees, which are pertinent to a Federal grant, in order to make audit, examinations or excerpts, and transcripts.

## **10. TERMS AND CONDITIONS**

- A. Sub-grantee shall only make changes in the approved budget with approval of County. Sub-grantee must submit in writing all requests to amend the SERC grant budget, prior to expending funds from a category other than what has been previously approved.
- B. Comply with requirements of 2 CFR Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- C. Ensure the expenditure of these funds is in accordance with the audit requirements and the approved budget.

## **11. OTHER PROVISIONS**

During the performance of this Contract, the Sub-Grantee must follow:

- A. **Equal Employment Opportunity.**
  - 1. The Sub-Grantee will not discriminate against any employee or applicant for employment or individual receiving the benefit of the Sub-recipient's services because of race, creed, religion, color, age, national origin, political affiliation, sex, sexual orientation, familial status, or disability (as provided in Section 504 of the Rehabilitation Act of 1973, as amended). The Sub-Grantee will take action to ensure that all applicants are considered equally. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Sub-Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this

non-discrimination clause. Such action shall include individuals benefiting from program services/activities.

2. Vietnam Veterans. The Sub-Grantee agrees to comply with Section 402 - Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era Act.
  3. The Sub-Grantee agrees to comply with any federal regulations issued pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended.
- B. Nondiscrimination in Federally Assisted Programs.** The Sub-Grantee will not discriminate in the provision of services or benefits to any person on the basis of race, creed, religion, color, age, national origin, political affiliation, sex, sexual orientation, marital status or disability.
- C. Lobbying.** The Sub-Grantee agrees that no funds received under this Contract shall be used for publicity or propaganda purposes designed to support or defeat legislation pending before Federal, state or local government.
- D. Hatch Act.** Neither the Sub-Grantee program nor the funds provided therefore, nor the personnel employed in the administration of the program shall be in any way or to any extent engaged in the conduct of political activities in contravention of Chapter 15 of Title 5, United States Code.
- E. Federal Procurement Eligibility.** The Sub-Grantee certifies that a non-federal entity, the Sub-Grantee and its principals have not been themselves or contracted with any entity that has been suspended or debarred by the Federal Government, and are not listed in the list of parties excluded from the Federal procurement or non-procurement programs issued by the General Services Administration. This regulation applies not only to physical improvements and construction, but also services.
- F. Required Project Record Keeping and Bookkeeping.** The Sub-Grantee agrees to provide for bookkeeping using approved bookkeeping and record-keeping systems and to retain program records for five years from the time of grant close-out notice. The bookkeeping and project records shall be open and available for inspection and audit at any time by County Staff.
- G. Insurance Requirements.** The County has established specific insurance and indemnification requirements for Contracts/ contracts with non-profit agencies to assure that reasonable insurance coverage is maintained. These requirements are contained in Exhibit A attached hereto and incorporated by reference herein. All

insurance requirements must be complied with prior to any reimbursement for any program.

H. **Legal Actions Against Sub-Grantee.** If any legal action is filed against the Sub-Grantee, the Sub-Grantee shall immediately notify County staff.

I. **Grounds for Reduction of Compensation or Termination of the Contract.** The County Staff reserves the right to terminate this Contract or to reduce the Contract compensation amount upon written notification to the Sub-Grantee that any one or more of the following has occurred:

- (1) Failure of the Sub-Grantee to file monthly/quarterly/annual (whichever is required) reports by the 10<sup>th</sup> day after the end of the quarter or year (whichever is appropriate);
- (2) Failure of the Sub-Grantee to meet any standards specified in this Contract;
- (3) Expenditures under this Contract for ineligible activities, services, or items;
- (4) Failure to comply with written notice from County Staff of substandard performance in scope of services under the terms of this Contract;
- (5) Failure of the Sub-Grantee to keep accounts and records showing the disposition of the money provided pursuant to this contract;
- (6) Sub-Grantee employees, officers or its designees or agents using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties;
- (7) Failure of the County or the Sub-Grantee to secure or obtain other funding from sources which are needed in combination with the grant funds provided by the County to completely carry out the programs provided in this Contract;
- (8) Failure of the County to appropriate or budget money for the purposes specified in this contract.

## 12. COMPLIANCE WITH LAWS

Sub-Grantee agrees at all times to comply with all applicable laws, ordinances and regulations of the governmental entities having jurisdiction over matters that are the subject of this Contract.

The Sub-Grantee agrees to follow all federal, state and local laws pertaining to the operation of said agency, including without limitation, all applicable sanitation, health, and safety standards. Further, Sub-Grantee shall be bound by all county ordinances and state and federal statutes, conditions, regulations and assurances that are applicable medical and patient records.

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**13. GOVERNING LAW/MISCELLANEOUS**

This Contract shall be governed, interpreted and construed in accordance with the laws of Nevada. Any action brought pursuant to this Contract shall be brought in Washoe County, Nevada. If any provision of this Contract shall be held or declared void or illegal for any reason, all other provisions of this Contract which can be given effect without such illegal provision shall nevertheless remain in full force and effect. The section headings in this Contract are intended solely for convenience; they are not part of this Contract and shall not affect its construction.

**WASHOE COUNTY**

\_\_\_\_\_  
John Slaughter  
Washoe County Manager

Date \_\_\_\_\_

ATTEST:

Date \_\_\_\_\_

\_\_\_\_\_  
Washoe County Clerk

**NORTH LAKE TAHOE FIRE PROTECTION DISTRICT**

By: \_\_\_\_\_  
Mike Brown, Fire Chief

Date: \_\_\_\_\_